

**KNOX COUNTY, MAINE LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS OF THE LEPC**

ARTICLE I

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Article I.

Section 1

This organization shall be the "Knox County Local Emergency Planning Committee"

Article II.

Section 1

The object of this committee shall be (a) to follow the mandates of Public Law 99-499, "Emergency Planning and Committee Right-to-Knox Act of 1986 (SARA Title III)" and amendments adopted under Title 37B, Chapter 13 of the Maine Revised Statutes Annotated.

Section 2

Further, it is the intention of the Committee to establish a safe environment for the people of Knox County by overseeing the movement, use and storage of hazardous materials in our county and communities; assisting businesses and government agencies in the establishment of policies and procedures for handling these materials that will be effective and equitable to all.

Article III.

Section 1

Membership shall consist of a minimum of 14 members, including the following groups:

- elected state and local officials,
- law enforcement,
- emergency management,
- fire fighting,
- emergency medical and hospital,
- health department,
- environmental protection,
- transportation,
- broadcast and print media,
- general citizen,
- community groups (e.g. Red Cross),
- facility owners/operators, and facility employees.

Section 2

Additional members shall be accepted to provide the greatest possible cross section of the county in regards to occupation and location.

Section 3

Resignation and/or change in a group's representative is to be submitted in writing to the committee secretary at the earliest possible convenience.

Article IV

Section 1

Officers shall consist of Chair, Vice Chair, Secretary and Treasurer. These positions comprise of the executive board.

Section 2

Officers shall be elected by the recommendation of a nominating committee and vote of the quorum.

Section 3

Term of office shall be for a period of two years, with elections to take place during the last meeting each calendar year, The Chair will be elected on even numbered years, with the Vice Chair, Secretary and Treasurer being elected on odd numbered years.

Section 4

In the event of a vacancy, the committee shall fill the vacancy at the next regular meeting.

Section 5

Duties of the Officers:

- a) The Chair shall preside at all meetings of the committee. He/She shall appoint the Chair of each standing committee, the other members thereof to be appointed from the floor.

He/She shall appoint such special committees as may be authorized by the body.

He/She shall serve as Emergency Coordinator for the committee.

He/She shall sign all warrants for payment of bills, approved by the committee.

He/She shall obey all lawful orders of the body and be familiar with the mandating federal and state laws, the committee by laws and parliamentary law and procedure.

- b) The Vice Chair shall assume and perform the duties of the Chair in the absence or disability of the Chair. In the event of the resignation or death of the Chair, he/she shall become Chair for the remainder of the term.

- c) The Secretary shall keep records of minutes of meetings.

He/She shall keep an up to date roster of all members of the committee.

He/She shall take care of routine day to day business matters for the committee, and prepare an agenda for meetings in consultation with the Chair.

- d) The Knox County Treasurer shall be the custodian for the Committee's funds except as may be otherwise provided or ordered.

He/She shall ex-officio member of all committees except the nominating committee. The LEPC Treasurer shall provide a brief report to the committee at each meeting held.

Section 6

All officers shall have the right to vote and to debate questions the same as any other member

Section 7

Officers shall assume their duties at the first meeting of the calendar year following elections.

Article V.

Section 1

Regular meetings of the Committee shall take place monthly or bi-monthly on the second Wednesday, beginning in January to total of at least 6 meetings in a calendar year.

Section 2.

If such meeting falls on a holiday, then it shall be held the following Wednesday.

Section 3

Special meetings may be called as needed. In lieu of a special meeting being called, officers may poll the membership for voting purposes. The poll would be taken from the members attending at least one of the previous two meetings.

Section 4

The last meeting of the calendar year shall be deemed the annual meeting, and shall be before the election of officers, finalization of financial matters pertaining to reporting requirements, and other business as necessary.

Section 5

Meetings shall be held at the Knox County EMA office unless otherwise agreed upon.

Section 6

The Secretary is responsible to provide a reminder to all committee members to include date, time and location of each meeting approximately one week prior to such meeting. Failure of the Secretary to notify members does not constitute an excuse for absence of a meeting.

Section 7

Five members of the committee at a meeting shall constitute a quorum for the transaction of business. If a quorum is not present, a vote as to call a special meeting at a later date or to adjourn until the next regular meeting can be made by those present.

Section 8

When a quorum is not convened, the next called meeting shall be a valid meeting notwithstanding lack of a quorum, and the call shall so inform the members.

Article VI.

Section 1

The rules contained in "Robert's Rules of Order, revised edition" shall govern in all cases to which they are not inconsistent with federal and state laws and or guidelines and these bylaws.

Article VII.

Section 1

These bylaws may be amended at any regular meeting by a majority vote of the members present. All proposed amendments must be presented to membership, in writing, 30 days prior to the vote.

IT IS DECLARED THAT THESE REVISED BYLAWS WERE ADOPTED BY POPULAR VOTE ON THE 14TH DAY OF MARCH IN THE YEAR 2001.